

STEPS FOR PROCESSING MAIL IN ID CARD RENEWALS & DEERS UPDATES FOR ELIGIBLE MEMBERS RESIDING IN THE PHILIPPINES

The sponsor must complete and mail in the following to apply for ID Card Renewal or DEERS updates for themselves and their dependents:

1. Complete the DD Form 1172-2. This must be signed and notarized. A Philippine notary is acceptable as long as it is completed in English and all documents are in English.
2. Enclose an 8x10 or 5x7 portrait type photograph of the individual needing the ID Card. Only one person per photograph.
3. Sponsor must provide supporting documentation such as Marriage Certificates, Birth Certificates, Death Certificates, Divorce Decrees, etc. depending on the situation. All documents must be originals or certified true copies. For a complete list of items for each situation reference Air Force Instruction 36-3026_IP, paragraph [11.12 on page 107](#). For a list of acceptable forms of identification refer to Air Force Instruction 36-3026_IP attachments [5](#) and [20](#).
4. Mail completed application via certified mail to any one of the locations below:

- 254th MSS Anderson AFB, GUAM

Mailing address:

254ABG
Unit 14021
APO AP 96543-4021

Street Address:

Air National Guard
254th Air Base Group (PACAF)
Guam Air National Guard
Bldg 21018 Bonins Blvd
Andersen Air Force Base Yigo Guam 96929

- 292nd CBCS Kahului, Hawaii

Street and mailing address:

292 Combat Communications Squadron
75 Kuleana Street
Kahului, HI 96732-2330

- Personnel Support Detachment Misawa, Japan

Mailing Address:

Personnel Support Detachment Misawa
Unit 5054
APO AP 96319-5400

Street Address:

Navy Personnel Support Detachment
Unit 5054 Bldg 980
Misawa Air Base Misawa SHI

Aomori Ken
Japan 03301-5000

- Fleet Activities Chinhae, South Korea

Mailing Address:

CSD Chinhae
PSC 479
Box 188
FPO AP 96269-1700

Street Address:

Commander
Fleet Activities Chinhae
Hyongdong Chinhae
South Korea

*Note: Addresses for additional RAPIDS sites may be found at : www.dmdc.osd.mil/rsl/

DD Form 1172-2 may be downloaded by following this link: <http://www.cac.mil/docs/dd1172-2.pdf> or [1172-2](#).

Steps for completing the DD Form 1172-2 are available at: <http://www.cac.mil/docs/1172-2-Instructions.pdf>
or [1172-2 Instructions](#).